



# **THE AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS 2022-2023 COMMITTEES AND TASK FORCES**

INFORMATIONAL PACKET • CHARGES, RELEVANCE, AND DELIVERABLES



# THE AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS 2022-2023 COMMITTEES AND TASK FORCES

INFORMATIONAL PACKET • CHARGES, RELEVANCE, AND DELIVERABLES

Charges provide direction for the committees to achieve their purpose, while deliverables are the specific tasks that accomplish those charges.

Committees can be charged with one or two high priority deliverables, and it is up to each committee to add tasks based on how they decide to answer their charges with the time they have. Each committee is encouraged to address charges that affects chapter-level engagement as well as charges that assists the national office.

Committees and their relevancy are inspired by the **2022-2024 Strategic Plan Goals:**

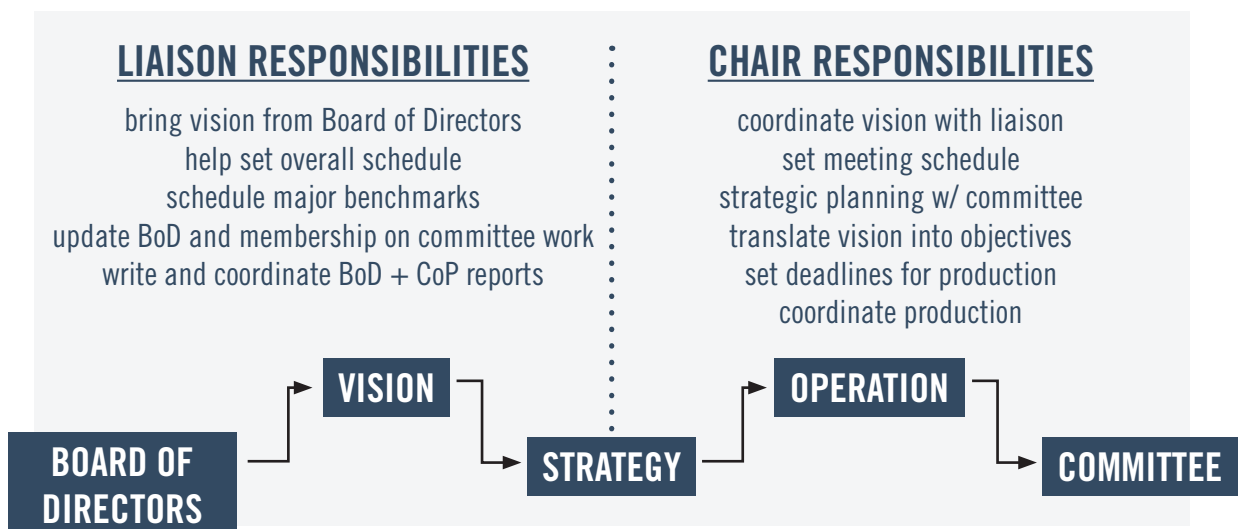
## STABILIZE

The last two years have represented a period of instability for the AIAS, the architecture industry, students, and our society as a whole. The first objective of this Strategic Plan is to serve as the guide to stabilizing our organization so that fully recovers, and so that it can be as effective as possible in accomplishing its mission as the world changes.

## PIVOT

This objective is both an assertion that true change cannot be made without the flexibility to change oneself, and an acknowledgement that the AIAS can and should serve students more effectively. This Strategic Plan represents the most immediate changes that must be made within our organization to reflect the recent changes of the world, and to move closer to accomplishing our mission.

Outlets for committee engagement and deliverables include, but are not limited to, Quad and National conference sessions, the AIAS News blog, research and awareness via Quad Directors, official AIAS Instagram Accounts, CRIT Journal, physical/digital documents for distribution, and brand new initiatives.





## 2022-2023 NATIONAL AIAS COMMITTEES AND TASK FORCES

### - STANDING COMMITTEES -

GOVERNANCE COMMITTEE	4
FINANCE COMMITTEE	5
PERSONNEL COMMITTEE	6
MEMBERSHIP COMMITTEE	7
FREEDOM BY DESIGN ADVISORY COMMITTEE	8
ETHICS COMMITTEE	9
COUNCIL OF GLOBAL REPRESENTATIVES	10

### - SPECIAL COMMITTEES -

FUTURE PROGRAMMING TASK FORCE	11
JUSTICE, EQUITY, DIVERSITY, AND INCLUSION TASK FORCE	12
STUDENT HEALTH AND WELLBEING TASK FORCE	13
SUSTAINABLE FUTURES TASK FORCE	14



## GOVERNANCE COMMITTEE

STANDING COMMITTEE

### COMMITTEE MEMBERS

<b>COMMITTEE CHAIRS</b>	SCOTT CORNELIUS	2022-2023 AIAS PAST PRESIDENT
<b>LIAISON TO THE BOARD</b>	TRISTAN OSORIO	2022-2023 AIAS WEST QUADRANT DIRECTOR
<b>STAFF LIAISON</b>	LARRY HOFFER	EXECUTIVE DIRECTOR
<b>GENERAL MEMBERS</b>	COOPER MOORE	2022-2023 AIAS PRESIDENT
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### COMMITTEE CHARGES

1. Perform a thorough review of all governing documents, including but not limited to the National Bylaws, the Rules of the Board, and Public Policies, to ensure accurate representation of the current state of the organization.
2. Evaluate the 2022-2024 Strategic Plan, and in collaboration with the Board and the Executive Director begin developing goals for a 2024-2027 Strategic Plan.
3. Based on review of governing documents, provide suggestions to the Board on simplifying and ensuring the relevance of the National Bylaws.

### RELEVANCE OF CHARGES - RECENT HISTORY OF COMMITTEE

The 2018 and 2022 Strategic Plans were aided in their creation by the 2017-2018 Governance Committee and 2021-2022 Governance Committee, respectively. The charges for this year are structured to allow for necessary changes to the governing documents to increase the flexibility and operating capacity of the organization and plan for organizational growth and change as we approach the creation of the 2024 Strategic Plan.

### RELEVANT STRATEGIC PLAN OBJECTIVE

Increase the impact of leadership by restructuring roles and redefining priorities.  
Promote student perspectives, research, and experiences to the wider community.

### DELIVERABLES

1. Suggestions for streamlining the National Bylaws
2. Preliminary goals for the 2024 Strategic Plan



## FINANCE COMMITTEE

STANDING COMMITTEE

### COMMITTEE MEMBERS

<b>COMMITTEE CHAIR</b>	NICOLE BASS	2022-2023 AIAS VICE PRESIDENT
<b>LIAISON TO THE BOARD</b>	ETHAN SANDBURG	2022-2023 AIAS MIDWEST QUADRANT DIRECTOR
<b>STAFF LIAISON</b>	LARRY HOFFER	EXECUTIVE DIRECTOR
<b>GENERAL MEMBERS</b>	YOUR NAME HERE	YOUR SCHOOL HERE
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*The Finance Committee shall be responsible to act in conjunction with the Executive Director in the preparation of the annual budget for review and approval by the full Board. The Finance Committee shall be entitled to request and receive periodic reports from the outside auditor. It may also periodically evaluate the organization's financial status and make suggestions and recommendations to the national office and the Board. [AIAS Bylaws 5.12]*

### COMMITTEE CHARGES

1. Work with the Executive Director to review the bi-annual audit of the organization.
2. Research organizations and clubs at Community Colleges and make recommendations for the reassessment of dues for chapters at Community Colleges.
3. Encourage and facilitate networking and collaboration between chapter Treasurers.
4. Communicate with the Programs staff member to ensure the AIAS's partnership and fundraising efforts are aligned with student values.
5. Assist the FBDAC in developing resources or guides to raising and managing funds for FBD Directors.
6. Continue to collaborate with the CoGR to assess dues structure for International chapters and members.

### RELEVANCE OF CHARGES - RECENT HISTORY OF COMMITTEE

The Finance Committee performs bi-annual review of the organization each year. The 2021-2022 Finance Committee continued the work of previous committees regarding the Council of Treasurers.

### RELEVANT STRATEGIC PLAN OBJECTIVE

Increase the accessibility of the organization for all students by diversifying streams of revenue.  
Expand leadership opportunities and available resources for international members.

### DELIVERABLES

1. Create short-form content relating to finance-related Frequently Asked Questions from chapters and members.



## PERSONNEL COMMITTEE

### STANDING COMMITTEE

### COMMITTEE MEMBERS

<b>COMMITTEE CHAIR</b>	RICARDO RODRIGUEZ	2020-2023 AIA LIAISON TO THE BOARD
<b>LIAISON TO THE BOARD</b>	JULIA ANDOR	2022-2023 AIAS NORTHEAST QUADRANT DIRECTOR
<b>GENERAL MEMBERS</b>	BETH LUNDELL GARVER ANNE SMITH CATHERINE CHATTERGOON SCOTT CORNELIUS	2021-2024 ACSA LIAISON TO THE BOARD 2022-2025 ACSA LIAISON TO THE BOARD 2022-2023 NOMA LIAISON TO THE BOARD 2022-2023 AIAS PAST PRESIDENT

*The Personnel Committee shall be responsible for evaluating the performance of the executive director and officers as per the outline of responsibilities defined in the executive director's and officers' employment contract, in the Bylaws and the Rules of the Board, and in any other performance guidelines and goals defined by the committee and previously agreed to by the executive director and officers. The Personnel Committee has the authority to access and retain current and past drafted versions and signed copies of employment contracts for the President, Vice President, and Executive Director of the AIAS. In addition, other documents in their scope include but are not limited to, staff contracts, operational plans, and employee handbooks. [AIAS Bylaws 5.13]*

### COMMITTEE CHARGES

1. Serve as a mentorship component for the Executive Director.
2. Conduct appraisals of the Officers and Executive Director bi-annually, update and improve the appraisal process.
3. Review the Committee's scope and purpose in the Bylaws and Rules of the Board and make recommendations for changes to the Board of Directors.
4. Evaluate salaries for AIAS National Officers and establish an appropriate compensation framework in keeping with economic changes.

### RELEVANCE OF CHARGES - RECENT HISTORY OF COMMITTEE

The Personnel Committee is always tasked with bi-annually reviewing the Officers and Executive Director. Its unique ability to provide guidance and assistance to the Executive Director is more important than ever in light of approaching transitions. Suggestions by the 2020-2021 Committee lead to an increase in the frequency of one-on-one check-ins with the Executive Team.

### RELEVANT STRATEGIC PLAN OBJECTIVE

Increase the impact of leadership by restructuring roles and redefining priorities.  
Promote student perspectives, research, and experiences to the wider community.

### DELIVERABLES

1. Update and improve the Appraisal Survey and evaluation process.
2. Make recommendations regarding the Committee's scope and purpose to the Board of Directors.



## MEMBERSHIP COMMITTEE

STANDING COMMITTEE

### COMMITTEE MEMBERS

<b>COMMITTEE CHAIR</b>	NICOLE BASS	2022-2023 AIAS VICE PRESIDENT
<b>LIAISON TO THE BOARD</b>	COLT BROCK	2022-2023 AIAS SOUTH QUADRANT DIRECTOR
<b>STAFF LIAISON</b>	ELIZABETH CACCAVANO	DIRECTOR OF MEMBERSHIP & MARKETING
<b>GENERAL MEMBERS</b>	YOUR NAME HERE	YOUR SCHOOL HERE
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*The Membership Committee shall find means for advancement in the quality of membership by periodically evaluating the specific needs of the membership. [AIAS Bylaws 5.14]*

### COMMITTEE CHARGES

1. Host Town Halls and collect data for the purpose of exploring and assessing the value of AIAS membership.
2. Develop other content and programming to explain the value of AIAS membership.
3. Oversee and expand the AIAS Chapter Alumni Mentorship Program (CAMP).
4. Communicate with the AIAS National Staff to ensure the AIAS's partnership and fundraising efforts are aligned with student values.

### RELEVANCE OF CHARGES - RECENT HISTORY OF COMMITTEE

At the Spring 2021 Board of Directors Meeting Past Vice President Sara Taketatsu charged the 2021-2022 Membership Committee with creating a guide for new chapters. The AAMP program was first proposed by the 2018-2019 Membership Committee and has since been launched and expanded, and now needs a formalized process for resilience and consistency.

### RELEVANT STRATEGIC PLAN OBJECTIVES

Promote student perspectives, research, and experiences to the wider community.  
 Create opportunities for all members to connect with allied organizations.  
 Expand leadership opportunities and available resources for international members.

### DELIVERABLES

1. Document the annual process of effectively running the AIAS Chapter Alumni Mentorship Program
2. Develop a list of inactive and former chapters for use by Quadrant and Regional Directors by the end of 2022.
3. Create a guide establishing how to get the most out of membership in the AIAS for different types of members.



## FREEDOM BY DESIGN ADVISORY COMMITTEE

STANDING COMMITTEE

### COMMITTEE MEMBERS

<b>COMMITTEE CHAIR</b>	YOUR NAME HERE	YOUR SCHOOL HERE
<b>LIAISON TO THE BOARD</b>	COOPER MOORE	2022-2023 AIAS PRESIDENT
<b>STAFF LIAISON</b>	TBA	
<b>GENERAL MEMBERS</b>	YOUR NAME HERE	YOUR SCHOOL HERE
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### COMMITTEE CHARGES

1. Direct and/or perform training for Freedom by Design Directors at Grassroots and FORUM.
2. Communicate with chapters and track all projects throughout the year.
3. Support chapters throughout the year regarding waivers, liability, design mentors, construction mentors, school relations, fundraising, and Freedom by Design best practices.
4. Collect and curate content documenting completed projects in conjunction with the AIAS National Office.
5. In collaboration with the Finance Committee, develop resources or guides to raising and managing funds for FBD Directors.
6. Maintain the official Freedom by Design national Instagram account

### RELEVANCE OF CHARGES - RECENT HISTORY OF COMMITTEE

Freedom By Design programs and projects struggled through the pandemic. This year the FBDAC has a focus on revitalizing the program while reconsidering and redefining what Service means, and how the AIAS can best serve our schools and communities through FBD.

### RELEVANT STRATEGIC PLAN OBJECTIVE

Create opportunities for all members to connect with allied organizations.  
Emphasize design, service, and leadership equally.

### DELIVERABLES

1. Programming and resources for FBD Directors and participants
2. Create resources for financial literacy of FBD Directors and members in general
3. Provide recommendations to AIAS staff for a reorganization of the FBD section of the National Website





## ETHICS COMMITTEE

STANDING COMMITTEE

### COMMITTEE MEMBERS

<b>COMMITTEE CHAIR</b>	YOUR NAME HERE	YOUR SCHOOL HERE
<b>LIAISON TO THE BOARD</b>	COOPER MOORE	2022-2023 AIAS PRESIDENT
<b>GENERAL MEMBERS</b>	YOUR NAME HERE	YOUR SCHOOL HERE
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*The Ethics Committee shall be an on-call body responsible for periodically evaluating ethical issues of the organization when necessary and making recommendations as appropriate to the Board with regards to determination of violations.*

### COMMITTEE CHARGES

1. Reconsider and update the AIAS Code of Ethics to be of best use to the organization.
2. Stand as needed in response to Ethics violations.
3. Increase the visibility and public awareness of the Code of the Ethics.

### RELEVANCE OF CHARGES - RECENT HISTORY OF COMMITTEE

The 2018-2019 Board of Directors voted to create the Ethics Committee in order to uphold the recently compiled AIAS Code of Ethics for both the membership and the AIAS as an organization. The 2020-2021 Ethics Committee defined the process for addressing violations to the Code of Ethics, and this year's committee will serve on an on-call basis as originally intended.

### RELEVANT STRATEGIC PLAN OBJECTIVE

Promote student perspectives, research, and experiences to the wider community.

### DELIVERABLES

1. Propose necessary amendments to the Code of Ethics to the Board of Directors.
2. Update and maintain reporting documents.



## COUNCIL OF GLOBAL REPRESENTATIVES

### STANDING COMMITTEE

#### COMMITTEE MEMBERS

<b>COMMITTEE CHAIRS</b>	YOUR NAME HERE	YOUR SCHOOL HERE
<b>LIAISONS TO THE BOARD</b>	PAULINA GARZA GONZALEZ MARCELL EL ACHKAR	2022-2023 AIAS LATIN AMERICA REGIONAL DIRECTOR 2022-2023 AIAS MIDDLE EAST REGIONAL DIRECTOR
<b>GENERAL MEMBERS</b>	LARRY HOFFER YOUR NAME HERE YOUR NAME HERE YOUR NAME HERE YOUR NAME HERE YOUR NAME HERE YOUR NAME HERE	AIAS EXECUTIVE DIRECTOR YOUR SCHOOL HERE YOUR SCHOOL HERE YOUR SCHOOL HERE YOUR SCHOOL HERE YOUR SCHOOL HERE YOUR SCHOOL HERE

*The Council is responsible in assisting the AIAS for developing resources that support and express student values, priorities, and school culture in different regions of the international membership. [AIAS Bylaws 5.17]*

#### COMMITTEE CHARGES

1. Advocate for and support rights and needs of international students.
2. Explore and propose international relationships and partnerships.
3. Review and conduct research as needed to update dues for International members.
4. Continue and expand upon efforts and programming to engage International chapters and members with those in the U.S.

#### RELEVANCE OF CHARGES - RECENT HISTORY OF COMMITTEE

After the creation of the AIAS Latin America and AIAS Middle East Regions, the 2018-2019 Council of Global Representatives created the International Action Plan with a 2030 deadline, to help guide future Councils and the AIAS. The 2019-2020 Council created initiatives to implement the 2030 International Action Plan. The 2020-2021 Council was established as a Standing Committee and worked to make the AIAS more accessible to International students. At the Summer Council of Presidents meeting, Regional Directors from Latin America and the Middle East were given full voting rights on the AIAS Board of Directors, enfranchising the organization's international members and chapters.

#### RELEVANT STRATEGIC PLAN OBJECTIVE

Expand leadership opportunities and available resources for international members.  
Strengthen the organization's identity through cohesive and consistent marketing.

#### DELIVERABLES

1. Celebrate international architects, architecture, history, chapters, members, students studying in the US, and faculty
2. Investigate and share resources for students studying/working in the US from international countries and vice-versa



## FUTURE PROGRAMMING TASK FORCE

SPECIAL COMMITTEE

### COMMITTEE MEMBERS

<b>COMMITTEE CHAIR</b>	YOUR NAME HERE	YOUR SCHOOL HERE
<b>LIAISON TO THE BOARD</b>	JULIA ANDOR	2022-2023 AIAS NORTHEAST QUADRANT DIRECTOR
<b>STAFF LIAISON</b>	TBA	
<b>GENERAL MEMBERS</b>	COOPER MOORE	2022-2023 AIAS PRESIDENT
	LARRY HOFFER	AIAS EXECUTIVE DIRECTOR
	YOUR NAME HERE	YOUR SCHOOL HERE
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*The Future Programming Task Force replaces the FORUM Site Selection Committee and will work to assess the future format and schedule of AIAS conferences and other programming, in addition to researching alternative programs and collecting data from the membership. The Task Force will regularly provide report-outs to the Board on their findings and suggestions.*

### COMMITTEE CHARGES

1. Assess and evaluate the historical structure of the AIAS FORUM conference through Town Halls and data collection to develop a strategy for the future of the conference.
2. Discuss the format and content of general AIAS programming and develop a strategy for the future of AIAS programming.
3. Report frequently to the AIAS Board of Directors.

### RELEVANCE OF CHARGES - RECENT HISTORY OF COMMITTEE

The 2021-2022 AIAS Board of Directors decided not to host FORUM in the traditional way due to a lack of organizational capacity during the pandemic and financial losses associated with the conference throughout the history of the AIAS. The COVID-19 pandemic necessitated a move to virtual programming without allowing time to properly research and create effective strategies for execution.

### RELEVANT STRATEGIC PLAN OBJECTIVE

Reassess the relevance and impact of event structures.  
Emphasize design, service, and leadership equally.  
Create opportunities for all members to connect with allied organizations.

### DELIVERABLES

1. Presentations to the AIAS Board of Directors
2. Create mission statements for AIAS conferences



## JUSTICE, EQUITY, DIVERSITY & INCLUSION TASK FORCE

SPECIAL COMMITTEE

### COMMITTEE MEMBERS

<b>COMMITTEE CHAIR</b>	YOUR NAME HERE	YOUR SCHOOL HERE
<b>LIAISON TO THE BOARD</b>	COLT BROCK	2022-2023 AIAS SOUTH QUADRANT DIRECTOR
<b>STAFF LIAISON</b>	TBA	
<b>GENERAL MEMBERS</b>	YOUR NAME HERE	YOUR SCHOOL HERE
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*The Justice, Equity, Diversity & Inclusion Task Force is tasked with critically reviewing the AIAS's, and by extension the field of architecture's, role in perpetuating systemic racism, structural inequality and inaccessibility, as well as performing research on making necessary changes. The Task Force also serves as a resource and support system for students fighting for similar changes in their schools and communities through communication, resources and programming.*

### COMMITTEE CHARGES

1. Assess the AIAS at the governance, cultural and functional levels and make recommendations to the Board of Directors to ensure an equitable and diverse organization, as well as accessibility to its resources.
2. Hold Town Halls and generate other programming to assess the needs of minority architecture students and explore strategies for the AIAS to meet these needs.
3. Help maintain the official AIAS Advocacy Instagram account.

### RELEVANCE OF CHARGES - RECENT HISTORY OF COMMITTEE

The 2017-2018 Advocacy Task Force challenged the potential of architecture students by hosting impactful panel sessions for AIAS Advocacy Month, creating blog posts that address pertinent issues. The 2018-2019, 2019-2020 and 2020-2021 Equity and Diversity Task Forces and Social Justice Task Force discussed social issues and created content to educate students on them as they arose in current events.

### RELEVANT STRATEGIC PLAN OBJECTIVE

Promote student perspectives, research, and experiences to the wider community.  
Emphasize design, service, and leadership equally.

### DELIVERABLES

1. Hold Town Halls to discuss and assess the needs of minority students.
2. Create content for Adocacy Month



## STUDENT HEALTH & WELLBEING TASK FORCE

SPECIAL COMMITTEE

### COMMITTEE MEMBERS

<b>COMMITTEE CHAIR</b>	YOUR NAME HERE	YOUR SCHOOL HERE
<b>LIAISON TO THE BOARD</b>	ETHAN SANDBURG	2022-2023 AIAS MIDWEST QUADRANT DIRECTOR
<b>STAFF LIAISON</b>	LARRY HOFFER	EXECUTIVE DIRECTOR
<b>GENERAL MEMBERS</b>	YOUR NAME HERE	YOUR SCHOOL HERE
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*The Student Health & Wellbeing Task Force will perform research and create programming and resources to educate students, universities and professionals on positive mental health practices. The Task Force will also create resources and guides to enable students to find help when they are experiencing mental health issues.*

### COMMITTEE CHARGES

1. Define, advocate for, and support positive cognitive health practices for chapters, committees, and the Board.
2. Communicate and partner with similar bodies in the Alliance Organizations to better understand mental health issues within the education and profession of architecture.
3. Create mental health-focused programming for the FORUM and Grassroots conferences.
4. Research, contribute to and update relevant sections of the Model Learning & Teaching Culture Policy.
5. Help maintain the official AIAS Advocacy Instagram account.
6. Develop and organize programming to educate members on cultural change and healthy cultural practices.

### RELEVANCE OF CHARGES - RECENT HISTORY OF COMMITTEE

The 2020-2021 Learning & Teaching Culture Advisory Group held sessions on mental health at FORUM and produced posts on positive mental health. It was determined that there is a need for more programming and research into this topic for architecture students specifically by a dedicated committee. Mental Health continues to be a topic of the utmost importance for students and design professionals.

### RELEVANT STRATEGIC PLAN OBJECTIVE

Promote student perspectives, research, and experiences to the wider community.

### DELIVERABLES

1. Programming for the FORUM and Grassroots Conferences
2. Programming for Advocacy Month



## SUSTAINABLE FUTURES TASK FORCE

SPECIAL COMMITTEE

### COMMITTEE MEMBERS

<b>COMMITTEE CHAIR</b>	YOUR NAME HERE	YOUR SCHOOL HERE
<b>LIAISON TO THE BOARD</b>	TRISTAN OSORIO	2022-2023 AIAS WEST QUADRANT DIRECTOR
<b>STAFF LIAISON</b>	LARRY HOFFER	EXECUTIVE DIRECTOR
<b>GENERAL MEMBERS</b>	YOUR NAME HERE	YOUR SCHOOL HERE
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*The Sustainable Futures Task Force will evaluate the practices of the AIAS to ensure that the organization is headed in a positive direction. The Task Force will also conduct research and create programming to educate AIAS members, professionals, and professors on sustainable technology and design.*

### COMMITTEE CHARGES

1. Evaluate the practices of the AIAS and identify the most critical areas of focus in which the AIAS can have a positive impact.
2. Steer the THRIVE webinar series in collaboration with other committees.
3. Develop and conduct a survey on sustainable practices in architectural education.
4. Survey the membership on the strategic focuses of the AIAS to ensure alignment with member values.
5. Research existing K-12 architecture programs and discuss future AIAS K-12 engagement.

### RELEVANCE OF CHARGES - RECENT HISTORY OF COMMITTEE

The THRIVE program shifted in the spring of 2021 to focus on regular professional development webinars, as opposed to a single in-person event. The 2021-2022 AIAS Board of Directors identified the need for a narrower focus to allow the Board and staff to allocate more time and energy in specific areas rather than attempting to solve everything all at once.

### RELEVANT STRATEGIC PLAN OBJECTIVE

Promote student perspectives, research, and experiences to the wider community.  
Redefine traditional successes in architecture by collaborating with non-traditional partners.  
Emphasize design, service, and leadership equally.

### DELIVERABLES

1. Aid in creating and advertising THRIVE Webinars
2. Surveys for the membership



# **THE AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS**

2022-2023 NATIONAL COMMITTEES AND TASK FORCES INFORMATIONAL PACKET